PREFACE

The purpose of this exercise is to update the Language	
Position Requirements of your Directorate. requires	
that these be reviewed and updated each year. It is suggested	
that you review in its entirety in order that you may be	;
well acquainted with the rationale of the Language Development	
Program and the role that this Language Position Requirements	3
exercise plays in the overall concept. Your attention is espe-	
cially directed to paragraph c(2) which defines "Specific" and	1
"General" language requirements. requires a variety	
of actions of which the development of position requirements is	14
only one. A copy of has been included for your conven	
ience as Tab 5.	

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	2.	Guidelines
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	3.	Typical language requirement changes you may want to make and
	N.H.Owen	how to make them
	- i i.	
	4.	Language Code listings
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DESCRIPTION OF THE FORM

(Numbers refer to the preceding page)

1. FROM:

Identification of component submitting the form (i.e., Directorate/Office).

2. PREPARED BY:

Name and extension of individual preparing this form.

3. LANGUAGE REQUIREMENT FOR:

Identification of the language unit (i.e., the organization component for which the unit 'recap' is to be shown; Office, Division, Branch, etc., exactly as it appears in the Language Control Register).

4. APPROVAL:

Completed forms should be reviewed and approved by the Senior Training Officer of the Directorate.

5. ADD, CHANGE, OR DELETE:

A code representing the type of action to be taken.

Use 'A' to ADD a new requirement.

Use 'C' to CHANGE a requirement.

Use 'D' to DELETE a previous requirement.

6. TYPE:

A code denoting the type of language requirement.

Use 'G' to indicate a GENERAL language requirement for the component.

Use 'S' to indicate a SPECIFIC language requirement.

7. NUMBER REQUIRED:

How many people are required to satisfy the language requirement?

8. LANGUAGE CODE:

A computer code representing the language needed. (See Tab 4 for a list of code numbers.)

9. AND/OR:

A code denoting the existence of an 'and/or' condition. To be used <u>only</u> when more than one language is specified as part of the requirement.

EXAMPLE: Requirement calls for

French and German or Spanish or Italian

10. LANGUAGE CLEAR TEXT:

The name(s) of the language(s) needed (e.g., FRENCH, GERMAN, etc.).

11. READING:

A code representing the required reading proficiency level.

N indicates NATIVE
H " HIGH

I " INTERMEDIATE

E " ELEMENTARY

S " SLIGHT

12. SPEAKING:

A code representing the required speaking proficiency level.

N indicates NATIVE

H " HIGH

I " INTERMEDIATE

E " ELEMENTARY

S " SLIGHT

13. UNDERSTANDING:

A code representing the proficiency level at which an aural comprehension skill is required.

N	indicates	NATIVE
Н	11	HIGH
I	11	INTERMEDIATE
\mathbf{E}	11	ELEMENTARY
S	11	SLIGHT

14. POSITION NUMBER:

A code representing the position number of the position on which a language requirement (specific requirements only) is being levied.

15. POSITION TITLE:

The title of the position on which the requirement is being levied.

GUIDELINES

1. The form is divided into two sections. The top portion is to be used only for updating those requirements being levied against a particular position (i.e., "specific" language requirements). The bottom portion is to be used to update requirements levied against an organizational unit (i.e., "general" language requirements) and also to make changes in the unit 'recap'. Note that, for purposes of recapitulation, you will be entering the "specific" requirements on both the top and bottom halves of the form. Fill in the top half first, then consolidate the specific requirements where possible and enter the requirements again in the lower half, together with the general requirements.

Should more than one page be required to complete the position requirements, put the unit recap (information in the bottom portion of the form) on the last page you use.

- 2. Data item number 5 is used to identify the action to be taken. The letter "A" denotes an ADD and is to be used only when adding new language requirements to the Language Control Register (LCR). The letter "D" denotes a DELETE and is to be used only when deleting a language requirement from the LCR. The only other valid action is represented by the letter "C", denoting a CHANGE. Use "C" when the language requirement remains in effect, but some part of the requirement changes (e.g., the proficiency level of a given language requirement is changed from "High" to "intermediate").
- 3. All data should be typewritten on these forms. Please suban original and three copies.

SAMPLE FORMS

For your reference, here are some examples of typical actions that you may want to take in updating language requirements. In each case a sample form is provided, with the columns filled in appropriately.

1. To establish an organizational component as a language unit.

ACTION:

- a. Requires an "ADD" entry in the upper portion of the form for each language-designated position.
- b. Requires a minimum of one "ADD" entry in the bottom portion of the form for each requirement (possibly more if various proficiency levels are required for the same language).
- 2. To designate a position as having a language requirement.

ACTION:

- a. Requires an "ADD" entry in the upper portion of the form.
- b. Requires either an "ADD" or "CHANGE" in the recap portion.
- 3. To designate a position as having more than one language requirement (i.e., FRENCH and GERMAN or SPANISH).*

ACTION:

- a. Requires an "ADD" entry in the upper half of the form for each specific language associated with a position.

 NOTE: This type of entry also requires an entry in the 'AND/OR' column.
- b. Requires an "ADD" entry in the recap portion for each position mentioned.
- * In this example, French is required; and in addition to French, German or Spanish is needed.

4. To delete all language requirements for an organizational component.

ACTION:

- a. Requires a 'DELETE' entry in the upper half of the form for <u>each</u> position requirement previously levied upon the component.
- b. Requires a 'DELETE' entry for each language previously identified in the RECAP.
- 5. To delete language requirements from one position.

ACTION:

- a. Requires a 'DELETE' entry in the upper portion of the form.
- b. Requires a 'CHANGE' or 'DELETE' entry in the RECAP.

6. To delete the language requirement from one position having more than one language associated with it (i.e., FRENCH and GERMAN or SPANISH).

ACTION:

- a. Requires a 'DELETE' entry for <u>each</u> specific language associated with the position in the upper portion of the form.
- b. Requires a 'DELETE' entry for each specific language in the RECAP.
- 7. To delete a language requirement from one position and add the identical requirement to another position in the same organizational component.

ACTION:

- a. Requires a 'DELETE' entry in the upper half of the form.
- b. Requires an 'ADD' entry to the upper half of the form.
- c. No change is needed in RECAP, since the RECAP is concerned only with language requirements, not with position numbers. Note that the bottom half of the form does not even provide space for position numbers or titles.

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Language Code Listing *

	Amharic	BG 69	Lao	, DD . CC
	Arabic (Eastern)	BG 21	Lingala	BR 27 BC 57
01	(Egyptian)	BG 40 BG 44	Meo	BS 54
REAL	(Saudi) (Western-North African)	BG 28 / BG 33 / BG 5 5	Norwegian	BF 36
	Bengali	BH 81	Persian (Afghan)	BJ 41
	Bulgarian	BQ 51	(Modern)	BJ 40
	Burmese	BR 51	Polish	BQ 21
	Chinese, Mandarin	BD 93	Portuguese (Brazilian) (European)	BL 31
	Czech	BQ 30	Romanian	BL 28
	Danish	BF 48	Russian	BL 36
	Dutch :	BF 65	Serbo-Croatian	BQ 54
•	Finnish .	BR 87	Spanish	BQ 36
	French	BK 50	Swahili	BL 18
	German	BF 70	Swedish	BB 60
	Greek	BG 06		BF 45
	Hausa	BD 69	Tamil	BE 51
	Hindustani (Hindi)	BH 48	Thai Turkish	BR 21
	(Urdu) Hungarian	BH 51	Ukranian	BA 51 BQ 57
	Indonesian	BS 39 · BL 54	Vietnamese	BS 63
	Italian	BK 87	* Note that this is not a compl	ete
	Japanese	BS 96	unit of all the languages for which codes exist. If you no	ed the
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